

Agenda

FOIA Meeting

July 2017

- Attendance
- FOIA regulations discussion
- Perfecting requests
- FOIA request - Outlook searches
 - <http://intranet.epa.gov/foia/MS-Outlook-Email-Search-QuickReference.html>
- Transfers to HQ
- National FOIA Conference
- Roundtable

Agenda

FOIA Meeting

July 2018

- Attendance
- FOIAonline 3.0 update
- Process
- National FOIA Program reorganization
- Lean events
 - Task #1
 - Task #2
- Meet your colleagues
- Roundtable



FOIA Monthly Meeting

August 2015



- Quarterly Status Reports <http://intranet.epa.gov/foia/FOIA-Status-Reports.html>
- “Release to all Policy”
- Signature authority proposal
-



Release to all Policy

Draft Metrics

Exceptions

With the exception of first-party requests, which are already excluded from the pilot, were there any times when you determined it was not appropriate to post records? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your requests were not posted? What is the tracking number of the request

Posted Pages:

- How many pages of FOIA-released records did your agency post per month during the pilot?

Number of Visitors:

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) get per month during the pilot?
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...)



Trainings

- **Mandatory** Proposed launch date 9.30.15 Completion NLT 12.31.15
- **Exemptions**
 - 1, 2, 3 and 8 September
 - (4) October
 - (5) November
 - 6, 7(c), 7(d)) (7(a), 7(b), 7(e), 9 December
- FOIA Officers, Coordinators, Specialist and full time FOIA professionals Completion by 2.15.16

FOIAonline demo

- September 16, 2015 WCJ East 1153 and IPTV
 - 2 sessions: 9:30 – 11:30 and 1:30 – 3:30 (same session)



Bulk Upload of Records into FOIAonline

- Resources have been made available to support EPA's program and regional FOIA teams upload large number of FOIA records
- These resources are limited and assistance should only be requested when the number of files exceeds 2,000

To use this service:

- Make a request for bulk upload to the FOIAonline Help Desk - foiaonlinehelp@sysaidit.com or 844-238-7744
- Follow Record Upload Folder Structure Recommendation (provided by the help desk)
- Determine how you would like to provide the records: DVD or through an EPA managed FTP cite—coordinated via EZTech service at 866-955-4287
- Two separate contractors are currently involved in this process and they will coordinated through help desk communications to HQ FOIA program



FOIA Monthly Meeting

October 2014

- Update on searching MS Outlook Records
- Review of FOIA requests for Email integrity
- FOIA Policy and Procedures intranet.epa.gov/foia
- Annual Report
 - Clean up of other-other status
 - Financials
- Exemption 4 discussion with OGC
- Quarterly Status Reports
- FOIAonline update
- Open Discussion



FOIA Monthly Meeting

November 2014

- FOIA Quarterly Status Reports
- Annual Report
- MS Outlook search centralized process
 - Reprocessing
 - New FOIA requests